



# Griffin Training

**Solutions for a Modern Workforce**

*Tel: 01 406 3851*

*Fax: 01 890 1374*

*Email: [info@griffin.ie](mailto:info@griffin.ie)*

*[www.Griffin.ie](http://www.Griffin.ie)*

## ***Effective Management***

Effective management is vitally important in the modern business environment. Managers have to delegate authority and make split-second decisions for the good of the company. Ineffective management leads to workplace anarchy, failure to reach goals, low productivity and poor workplace morale. Effective management ensures that goals are met and that staff are aware of their responsibilities, it also ensures high productivity and profitability. This course is designed to assist managers to manage more effectively in order to ensure high productivity, profitability and staff moral.

### Objectives:

- Empowering managers with the necessary skills to be effective managers
- Preparing managers for their role as company leaders
- To set out clear guidelines for the effective management of a company

### Content:

- An Introduction to Effective Management
- Decisions and Their Consequences
- Split-second Decision Making
- Bearing the Responsibility
- Effective Leadership Strategies
- Communications Skills
- Time Management Skills
- Motivation Techniques
- Delegation Skills
- Assertiveness Training
- Maintaining Discipline in the Workplace